

Ag Ed Grant Periodic Programmatic Reporting Guidance

Directions: Click on the grant below for which the grantee intends to submit a Periodic Programmatic Report (PPR). This will provide guidance on how to respond to each section in the report and indicate the appropriate information to include.

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Resources

*[PPR Activity Reporting Document](#) ([document file only](#))

Background – Programmatic Reporting

As a function of the Grant Accountability and Transparency Act (GATA), a new periodic programmatic report is required of grantees for each program (grant). As a result, districts (grantees) are now required to complete a quarterly electronic programmatic report in addition to the existing electronic expenditure report. Each report (programmatic and expenditure) is a different system in IWAS under the Reporting category. These programmatic quarterly reports must be submitted each quarter (Sept 30, Dec 31, March 31, June 30) for each grant (or each month if the district has been determined as high risk status) regardless if any activity has occurred or not or if the grant has been completed or not. These reports are due no later than 30 days after the end of the quarter (20 days if reporting monthly).

The district assigns someone to complete the new programmatic report – the program person, the business/admin office staff, or otherwise. My suggestion would be the same person who completes the expenditure reporting (with open communications with the teacher). Whomever is assigned this responsibility would need to sign up for the system in IWAS by clicking on the link in the lower right of the System Listing (add another system). The district Supt would have to approve this access as they do for other IWAS Systems. In IWAS ‘Reporting’ section, there is a “Grant Periodic Reporting System” where the report must be completed and submitted.

The ISBE GATA team rolled this new reporting system out to districts in October 2017. Here is a [link](#) to the guidance provided (under ‘What’s New’) by the GATA team. Basically, this short, fairly simple report is asking if you are on target to complete the current year’s grant. The report is based off the Exhibits page in each grant (i.e. Ag Ed Incentive Funding Grant Three Circles Grant, etc.) It can be found under GATA pages, Uniform Grant Agreement, and then the Exhibits subtab. You are reporting whether or not you are on time/schedule with completing grant requirements, activities, and expenditures. While the contents of this reporting may change over time, there are currently no additional documents to upload. Just complete the report by inserting a statement in the textbox or by clicking the appropriate radio button and submit. This document is guidance by grant on what to enter in the textboxes (questions to answer) for each part of the report. Contact the ISBE program administrator (Harley Hepner) with further questions.

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Ag Ed Incentive Funding (All - Secondary & University)

Deliverables:

1. Have items approved in the budget been purchased/expended?
2. Has an expenditure report been submitted?

Performance (Results/Accomplishments)

1. Has the program met (documented) all minimum requirements in each section of the grant?
2. Is the teacher documenting all desired, self-checked IFG quality indicators met?

Performance Explanation

Choose the appropriate response by clicking the applicable radio button. (Yes, No)

- Are you on target with achieving the grant objectives/performance above? (i.e. documenting hours and individual or financial impact)

Performance Accomplishment

Choose the appropriate response by clicking the applicable radio button. (Yes, No)

- Are you on target with spending the funds for program improvement? (i.e. achieving the grant impact)

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Ag Ed Three Circles (FFA & SAE) Grant

Deliverables:

1. Is each participating teacher documenting all extended time hours associated with Agricultural Education?
2. Is the district able to document its current progress of payment of the entire 60 day value of the extended time to the teacher(s)?
3. Has an expenditure report been submitted?

Performance (Results/Accomplishments)

1. What is the current progress of total hours?
2. What is the impact of the hours accrued (i.e. # of individuals impacted)?
3. What is the current progress of total payments?

Performance Explanation

Choose the appropriate response by clicking the applicable radio button. (Yes, No)

- Are you on target with achieving the grant objectives/performance above? (i.e. documenting hours and individual or financial impact)

Performance Accomplishment

Choose the appropriate response by clicking the applicable radio button. (Yes, No)

- Are you on target with spending the funds for extended time? (i.e. achieving the grant impact)

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Ag Ed Growing Agriculture Science Teachers (GAST) Grant

Deliverables:

1. What is the current status of each activity by activity number? (i.e. incomplete, in progress, completed)
2. Have any materials, tools, or events been developed? (if so, identify)
3. Is data being collected for the performance (final) report?

Note: Here is a [document](#) that can be used to help you track Deliverables and Performance. This can be uploaded in the report in place of typing in the textboxes.

Performance (Results/Accomplishments)

1. Is each activity addressing one of the four GAST categories as approved in the work plan?
2. Are grant activities being appropriately documented (as applicable)? (i.e. internship logs, agenda, flyers, participant lists, etc.)
3. Are the activities having an impact on recruitment (of ag teachers)? Retention?

Note: Here is a [document](#) that can be used to help you track Deliverables and Performance. This can be uploaded in the report in place of typing in the textboxes.

Performance Explanation

Choose the appropriate response by clicking the applicable radio button. (Yes, No)

- Are you on target with completing the grant activities in the work plan?

Performance Accomplishment

Choose the appropriate response by clicking the applicable radio button. (Yes, No)

- Are you on target with spending the funds for grant activity? (i.e. grant impact)

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Example:

Deliverables: Grant Activities Designed to Address Goals/Objectives.

Goal, Activity, or Indicator (as applicable to the specific grant)	Status (Complete, In Progress, or Incomplete)	Documentation on file (Yes, No, NA)	Comment (progress, materials developed, data collected, impact)
Activity #1	In-progress	No	Career Fair: In the process of planning the recruitment event to take place on February 20, 2018.
Get Out & Recruit	Completed	Yes	Event saw successful completion on December 12 with 10 attendees representing 10 districts. 4 new recruits identified. Documented by meeting agenda and flyer.
Student Internship	In-progress	Yes	Hours accrued throughout the grant period. Documented by students completing logs of hours/time. 500 total hours logged to date.

Facilitating Coordination in Agricultural Education (FCAE) Grant

Deliverables:

1. What is the current status of each activity by activity number addressing the goals? (i.e. incomplete, in progress, completed)

Note: Here is a [document](#) that can be used to help you track Deliverables and Performance. This can be uploaded in the report in place of typing in the textboxes.

Performance (Results/Accomplishments)

1. Is each activity addressing one of the six goals as approved in the work plan?
2. Are grant activities being appropriately documented (as applicable)? (i.e. time/mile logs, agenda, flyers, participant lists, reports, etc.)

Note: Here is a [document](#) that can be used to help you track Deliverables and Performance. This can be uploaded in the report in place of typing in the textboxes.

Performance Explanation

Choose the appropriate response by clicking the applicable radio button. (Yes, No)

- Are you on target with completing the grant activities in the work plan?

Performance Accomplishment

Choose the appropriate response by clicking the applicable radio button. (Yes, No)

- Are you on target with spending the funds for grant activity? (i.e. grant impact)

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Example:

Deliverables: Grant Activities Designed to Address Goals/Objectives.

Goal, Activity, or Indicator (as applicable to the specific grant)	Status (Complete, In Progress, or Incomplete)	Documentation on file (Yes, No, NA)	Comment (progress, materials developed, data collected, impact)
1.1	Completed	Yes	Fully staffed; staff is in each district identified. Documented by Contact Sheet.
1.2	In-progress	No	Staff PD event planned for March.
2.1	Incomplete	No	Development of the XYZ curriculum has not begun until funds are available to execute vendor work.

